



City of Austin - JOB DESCRIPTION



Attorney

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	11000	Salary Grade:	MA0
Approved:	October 24, 1997	Last Revised:	July 03, 2001

Purpose:

Under close supervision, provide legal services on behalf of the City of Austin.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Provide legal advice to citizens, City staff, boards, commissions, etc. on statutes, ordinances, etc.
2. Compile data/information for reports
3. Research information as requested and/or needed
4. Write/draft legal documents, i.e. contracts, regulations, ordinance amendments, resolutions, etc.
5. Represent the City and departments in Municipal Court
6. Initiate and carry out legal proceedings on behalf of the City
7. Negotiate with citizens, businesses, attorneys, etc. to resolve legal actions involving the City
8. Speak as City's attorney before judge, jury, and/or other attorneys at courtroom proceedings

Responsibilities - Supervisor and/or Leadership Exercised:

None.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of judicial procedures and rules of evidence.

Knowledge of civil and criminal law.

Skill in conducting research on legal problems and preparing opinions.

Skill in preparing and reviewing legal documents.

Skill in analyzing facts and precedents in order to present them effectively in court.

Skill in effective oral and/or written communication.

Skill in establishing and maintaining good working relationships with other City employees and the public.

Minimum Qualifications:

Graduation from an accredited school of law.

Licenses and Certifications Required:

Member in good standing of the State Bar of Texas.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.